

# Safer Celebrations

## A planning guide for event managers

### 1. Event details

#### 1.1 Event details

<b>Name of the event:</b>				
<b>Date of the event:</b>				
<b>Venue:</b>				
<b>Address:</b>				
<b>Nature of venue (hall, stadium, etc...):</b>		<b>Capacity of Venue:</b>		
<b>Day 1: TIME</b>	<b>START:</b>		<b>FINISH:</b>	
<b>Day 2: TIME</b>	<b>START:</b>		<b>FINISH:</b>	
<b>Day 3: TIME</b>	<b>START:</b>		<b>FINISH:</b>	
<b>Day 4: TIME</b>	<b>START:</b>		<b>FINISH:</b>	
<b>Day 5: TIME</b>	<b>START:</b>		<b>FINISH:</b>	
<b>Day 6: TIME</b>	<b>START:</b>		<b>FINISH:</b>	
<b>Day 7: TIME</b>	<b>START:</b>		<b>FINISH:</b>	
<b>Required set up time (bump in):</b>	<b>START:</b>		<b>FINISH:</b>	
<b>Required time to return to original condition (retro-fit)</b>	<b>START:</b>		<b>FINISH:</b>	

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### 1.2 Event Manager

<b>Event Manager:</b>			
<b>Organisation:</b>			
<b>Address:</b>			
<b>Telephone (Work):</b>			
<b>Telephone (Home):</b>			
<b>Mobile:</b>		<b>Fax:</b>	
<b>Email:</b>			
<b>Contact during the event:</b>			
<b>Telephone:</b>		<b>Mobile:</b>	

### 1.3 Description of the event

Describe the event (what's the main attraction or purpose of the event?):

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List details of the type of entertainment being provided

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### 1.4 Patron details

Who is the target audience?

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Estimate the total patron audience:

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Patron age details (estimate):

0-12 years		% of total attendance
12-18 years		% of total attendance
18-25 years		% of total attendance
25-40 years		% of total attendance
40-55 years		% of total attendance
55+ years		% of total attendance